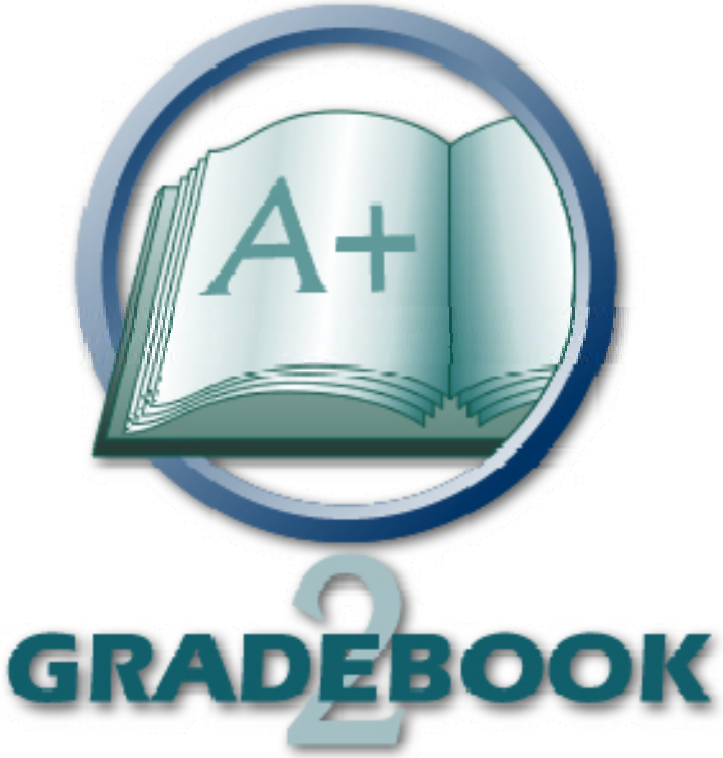

TRAINING FOR TEACHERS

Sections adapted from Excelsior Gradebook User's Manual
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Gradebook Training for New Teachers

I. Introduction

A. Intent of this training
B. Verify Teacher ID
C. Verify echalk e-mail account

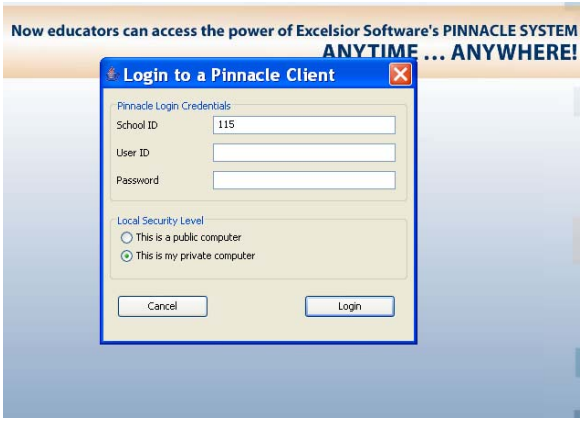
II. Logging In

The gradebook program that you will be using is web-based. You can:

- Step 1: Open school website and scroll down to District Announcements and click on the following LISD e-systems icon :

- Step 2: Click on Gradebook

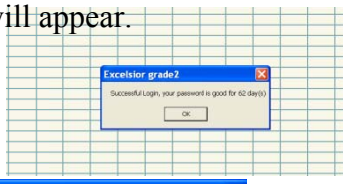
- Step 3: Computer may prompt you to install Java.
- Step 4: Enter school ID and user ID. The user ID is your teacher ID.



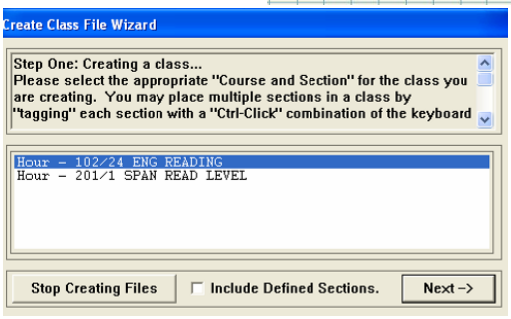
- Step 5: Screen will prompt you to enter a password and confirm a password (In order to avoid having the programmer reset a forgotten password, it is suggested that you use the following format for your password: First two letters of first name, first two letters of last name plus last 4 digits of your social security number.

Ex. Mary Brown - employee ss# is 457-45-3804 – Password will be mabr3804

- Once the password is set, you will not be asked to confirm the password again.
- Step 6: Successful login, your password is good for x amount of days will appear. Click on OK



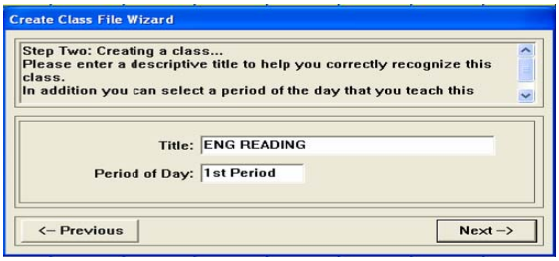
III. Creating Classes


Create Class File Wizard
Step One: Creating a class...
Please select the appropriate "Course and Section" for the class you are creating. You may place multiple sections in a class by "tagging" each section with a "Ctrl-Click" combination of the keyboard
Hour - 102/24 ENG READING
Hour - 201/1 SPAN READ LEVEL
Stop Creating Files
Include Defined Sections.
Next ->

Getting Started

- Step 1: Open grade book application
- Step 2: Select ***File*** in the menu bar then ***New***
- Step 3: Select a "Course and Section" to create. Click ***Next*** when ready

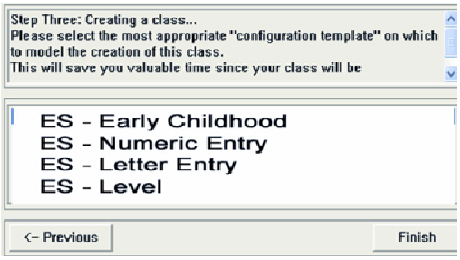
- Step 4: Type a descriptive title; LISD recommends the listed formats.
  - Elementary: Course Code, Subject, Period (if needed)
  - Secondary: Semester, Quarter, or Full Year, Course Code, Subject, Period


Create Class File Wizard
Step Two: Creating a class...
Please enter a descriptive title to help you correctly recognize this class.
In addition you can select a period of the day that you teach this
Title: ENG READING
Period of Day: 1st Period
<- Previous
Next ->

Ex. English Reading class for Mrs. Brown 1st block class would look like this:
E00152 English Reading 1st Block
A separate handout of course codes will be provided.

Click ***Next*** when ready

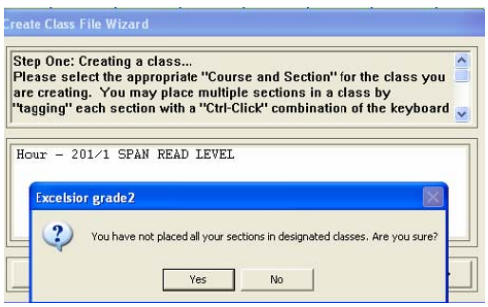
- Step 5: Select the appropriate template for this class.


Step Three: Creating a class...
Please select the most appropriate "configuration template" on which to model the creation of this class.
This will save you valuable time since your class will be
ES - Early Childhood
ES - Numeric Entry
ES - Letter Entry
ES - Level
<- Previous
Finish

Please be extra cautious when selecting templates.
CHOOSE TEMPLATES THAT CORRESPOND TO REGISTRAR'S ID COURSE (SECONDARY: SEMESTER, QUARTER, FULL YEAR. IF TEMPLATES ARE INCORRECT, THEY WILL NEED TO BE DELETED AND CLASSES WILL NEED TO BE RECREATED.

Early Childhood – All PK and Kinder courses
Numeric – All courses requiring a number grade 60, 70, 80
Letter – All courses requiring a letter grade- PE, Music, Conduct, Technology App.
Level – All courses requiring a level – Reading Level and Math Level

- Step 6: Verify correct template **Yes** or **No**
- Step 7: **Repeat** the steps for each of your classes (subjects). After finishing all classes click **Stop Creating Files**

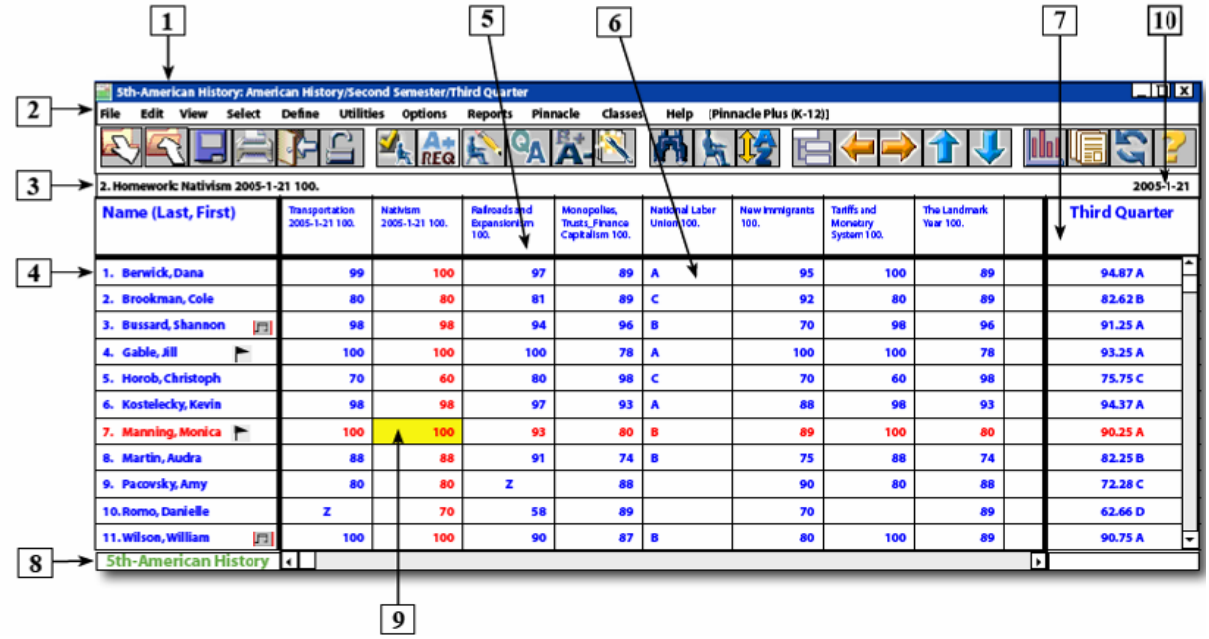

Create Class File Wizard
Step One: Creating a class...
Please select the appropriate "Course and Section" for the class you are creating. You may place multiple sections in a class by "tagging" each section with a "Ctrl-Click" combination of the keyboard
Hour - 201/1 SPAN READ LEVEL
Excelsior grade2
You have not placed all your sections in designated classes. Are you sure?
Yes
No

Understanding Course listings

- SchoolMAX maintains all student data including rosters
- Errors in student data or course listings should be reported using the ***"Excelsior Student Roster Corrections form".***

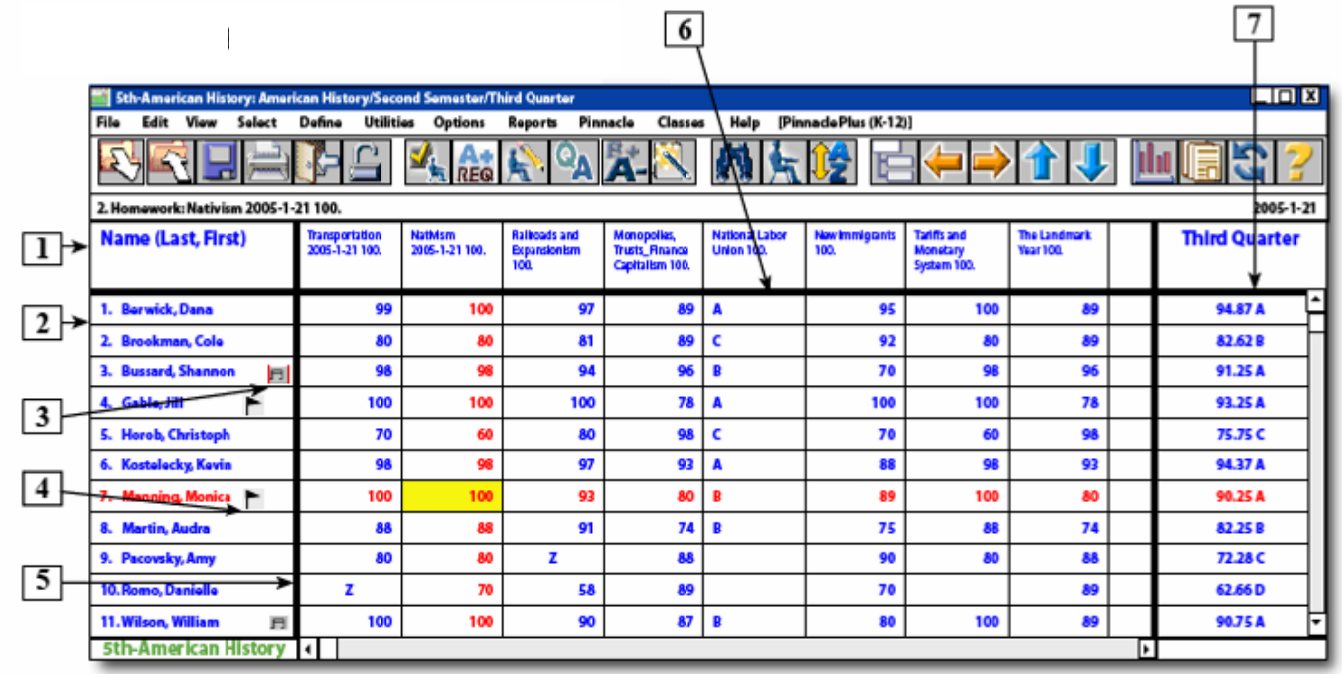
Grade book Layout and Tools

IV. General Layout


1
2
3
4
5
6
7
8
9
10
5th-American History: American History/Second Semester/Third Quarter
File Edit View Select Define Utilities Options Reports Pinnacle Classes Help (Pinnacle Plus (K-12))
2. Homework: Nativism 2005-1-21 100.
2005-1-21
Name (Last, First)
Transportation 2005-1-21 100.
Nativism 2005-1-21 100.
Railroads and Expansionism 100.
Monopolies, Trusts, Finance Capitalism 100.
National Labor Union 100.
New Immigrants 100.
Tariffs and Monetary System 100.
The Landmark Year 100.
Third Quarter
1. Berwick, Dana 99 100 97 89 A 95 100 89 94.87 A
2. Brookman, Cole 80 80 81 89 C 92 80 89 82.62 B
3. Bussard, Shannon 98 98 94 96 B 70 98 96 91.25 A
4. Gable, Jill 100 100 100 78 A 100 100 78 93.25 A
5. Horob, Christoph 70 60 80 98 C 70 60 98 75.75 C
6. Kostelecky, Kevin 98 98 97 93 A 88 98 93 94.37 A
7. Manning, Monica 100 100 93 80 B 89 100 80 90.25 A
8. Martin, Audra 88 88 91 74 B 75 88 74 82.25 B
9. Pacovsky, Amy 80 80 Z 88 90 80 88 72.28 C
10. Romo, Danielle Z 70 58 89 70 89 62.66 D
11. Wilson, William 100 100 90 87 B 80 100 89 90.75 A
5th-American History

1. **Title Bar:** Displays the current class title, Subject, Semester, and Period for the open class file.
2. **Menu Bar:** Provides access to all functions in Gradebook2.
3. **Status Line:** Provides information about the Grade Cell Column where the cursor is located.
4. **Student Index:** Displays student information such as Name, Student ID, Address, Telephone, etc.
5. **Column Header:** Displays identification information for items in the selected view.
6. **Grade Cells:** A value given to an individual Assignment, Category, Period, Semester, or Subject.
7. **Result Column:** Gives the calculated results for various views: Attendance, Category, Period, Semester or Subject.
8. **Information Line:** Displays the title of the class file you are viewing.
9. **Cursor:** Highlighted cell, row or column in the view.
10. **Grade Entered Date:** Displays the date that a grade was entered in the current cell.

V. Hotspots (locations and names)


6
7
5th-American History: American History/Second Semester/Third Quarter
File Edit View Select Define Utilities Options Reports Pinnacle Classes Help [PinnaclePlus (K-12)]
2. Homework: Nativism 2005-1-21 100.
2005-1-21
1
2
3
4
5
Name (Last, First)
Transportation 2005-1-21 100.
Nativism 2005-1-21 100.
Railroads and Expansionism 100.
Monopolies, Trusts_Finance Capitalism 100.
National Labor Union 100.
New Immigrants 100.
Tariffs and Monetary System 100.
The Landmark Year 100.
Third Quarter
1. Berwick, Dana 99 100 97 89 A 95 100 89 94.87 A
2. Brookman, Cole 80 80 81 89 C 92 80 89 82.62 B
3. Bussard, Shannon 98 98 94 96 B 70 98 96 91.25 A
4. Gable, Jill 100 100 100 78 A 100 100 78 93.25 A
5. Horob, Christoph 70 60 80 98 C 70 60 98 75.75 C
6. Kostelecky, Kevin 98 98 97 93 A 88 98 93 94.37 A
7. Manning, Monica 100 100 93 80 B 89 100 80 90.25 A
8. Martin, Audra 88 88 91 74 B 75 88 74 82.25 B
9. Pacovsky, Amy 80 80 Z 88 90 80 88 72.28 C
10. Romo, Daniella Z 70 58 89 70 89 62.66 D
11. Wilson, William 100 100 90 87 B 80 100 89 90.75 A
5th-American History

A. **Student Index:** Double click on the Column Heading to select multiple Personal Data Items(s) to be displayed. Student names are being displayed in this example.

B. **Student Demographics:** Double click on a student name to display all personal data items related to the student.

C. **Student Notepad:** Move the cursor to the left of the index bar until it changes into a musical note icon. Double click the icon to display notepad information or add a new notepad. Use the Pinnacle menu option **Retrieve** followed by Notepads to automatically obtain Notepad descriptions for the **Free Form Comments** applicable to the current Marking Period.

D. **Student Discipline:** Move the cursor to the left of the notepad icon area until it changes into a black flag icon. Double click the icon to display existing discipline or add a new incident.

E. **Student Index Bar:** Move the cursor to the vertical line between the Student Index and the first Assignment Column until it changes to a Hand cursor icon. Click and drag the mouse to the right or left to increase or decrease the width of the Student Index area.

F. **Assignment Column Data:** Double click in the box with the column index number or *Assignment* description to the open the dialog box for the *Assignment*. This is a quick way of checking the *Assignment* setup information.

G. **Result Column:** Double click in the box above the result column and choose which calculated grades you wish displayed in the column. Displays Six Weeks, average, or category averages such as assignment or assessment.

VI. Menus

5th-American History: American History/Second Semester/Third Quarter
File Edit View Select Define Utilities Options Reports Pinnacle Classes Help [Pinnacle Plus (K-12)]

File: Manipulate a file (**Open, Close, Save, Make Backup, Archive, Set Class Title, Print Standard Reports**, exit).

Edit: Edit the individual student information and column manipulations in a class file (**Student Information, Notepads, Clear, Remove Grade, Insert Grade**, etc.)

View: Display information (*Assignments*, **Seating Chart**) within one particular *Semester* and grading *Period* on the main screen.

Select: Determine the scope of the information displayed on the screen (**Change the** *Subject Semester*, or **grading** *Period*: selectively show certain *Categories* or *Assignments*; change the **Student Index** or **Result Column**).

Define: Define class file structure (*Assignments*, **Personal Data Items**, **Lesson Plans**, **Seating Charts**, and **Class File Passwords**, **Calculating Methods**, etc.).

Utilities: Perform special operations on a class file (**Sort, Statistics, Import and Export, Quick Attendance, Blanks to Zeros or Z-grades, Quick Grade entry, Report** Editor program).

Options: Display options and settings (**Font Size, Screen Colors**, etc.) More details on next section

Reports: Print built-in reports *Standard* Reports **Custom** or *Crystal Reports* for this class file, **Define Global Comments, Printer Setup**, and **Multiple Report** selection).

Pinnacle: Communicate with the Pinnacle Gradebook Server (**Log in and out, Check files in and out, Submit class file and attendance, Update class rosters, Retrieve** various items) and make a companion disk. (PLEASE DO NOT CHANGE THESE SETTINGS. DO NOT SUBMIT THE CLASS FILES)

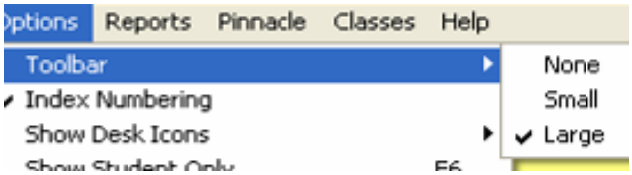
Classes: Displays the list of class files in the teacher's directory. A checkmark indicates which class file is open. Selecting another class file, from those displayed on the menu, will open the selected class file. If the current open class file is NOT a multi-subject class file, then the menu icons "Up Arrow" and "Down Arrow" can be used to move between class files.
Note: Due to performance issues related to the Macintosh OS, we recommend not using the following special characters in the class file description: ^ ! < / - (and ;

Help: Access program assistance and view statistics about Gradebook2 set by **Gradebook2 Manager**

VII. Options – Customizing Your Grade book View

Click on OPTIONS.

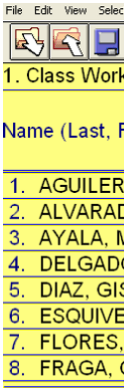
A. Tool bar-Gradebook2 allows you to choose the display size of your Toolbar icon. Choices are None, Small, or Large.

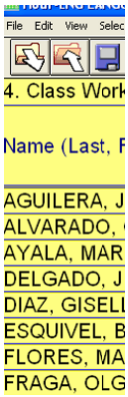


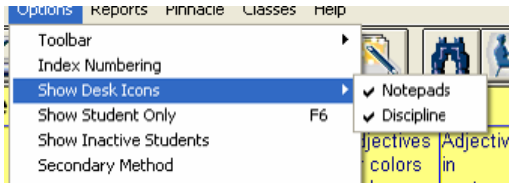
Lets you select the size of the tool bar – Small or Large.

Hour-ENG LANGUAGE: Subject/School Year/6th Six Weeks
File Edit View Select Define Utilities Options Reports Pinnacle Classes Help

B. Index Numbering-When On, Gradebook2 displays a sequential number to the left of each student name in the Student Index column. When off, no numbering is shown.

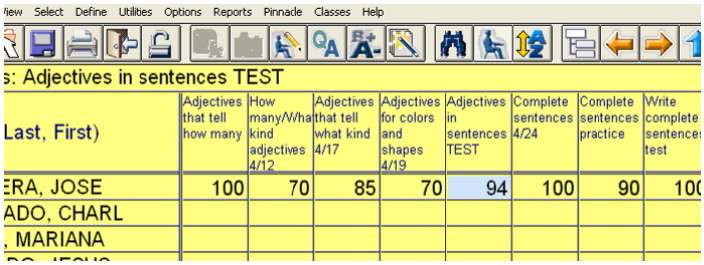






C. Show Desk Icons-
If checked, Gradebook2 will display a musical note ♫ or flag to the right of each student name if the student has a notepad or discipline item defined.

D. Show Student Only-

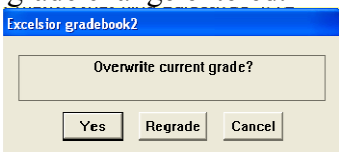


If checked, Gradebook2 will display only highlighted student. This is helpful to show parents or students during conferences. Current average may be shared.

E. Show Inactive Students – By selecting this option you can show all inactive

students. Should be turned off prior to running reports or inactive students will be displayed on the report.

F. **Regrade Prompt** – If a grade cell currently contains a value and a new value is wanted; when the Regrade Prompt is checked, Gradebook2 displays a pop up box with options: Overwrite Current Grade Yes; Regrade, and Cancel. If unchecked, Gradebook2 displays no pop up box, and simply accepts the grade change entered.



G. **Easy Mode**-If checked, Gradebook2 simplifies the number of menu selections and display box options available. Your Gradebook2 Manager can lock Pinnacle Gradebook2 so that Easy Mode defaults to ON and you may not be able to turn Easy Mode on/off, or off may only be temporary. Locking to ON is applicable to Pinnacle Plus. Please do not change these settings.

H. Column Descriptions –This allows you to display optional column header information. To access this option, use the Menu Bar to select Option and choose Column Descriptions. From the cascading menu select which options you would like to display:

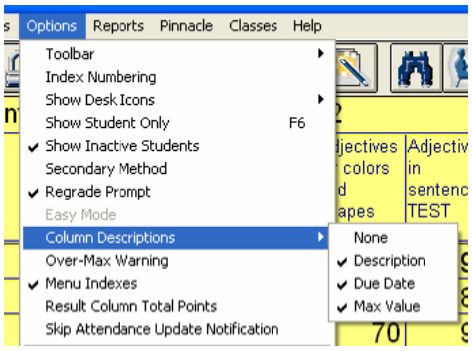
None – The description is available in the Status Line for the column where the cursor is placed. Only a number is displayed in the Column Header and de-selects all the other options.

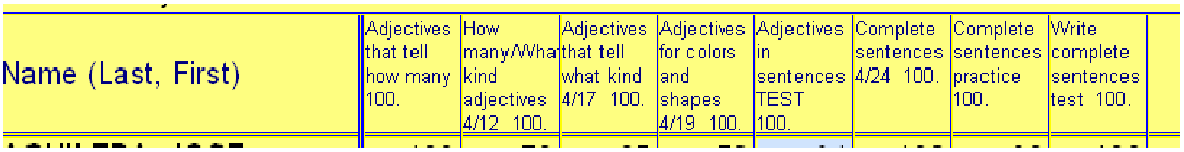
Description – The description is displayed at the top of each column as well as in the status line.

Due Date – The assignment due date, if defined, is displayed at the top of each column.

Max Value – The assignment's maximum value is displayed at the top of each column.

Category, Period, Interval, and Subject can optionally display: None, Description, Method of Grading, Letter Grade Breakpoint and, except for subject, Weight.

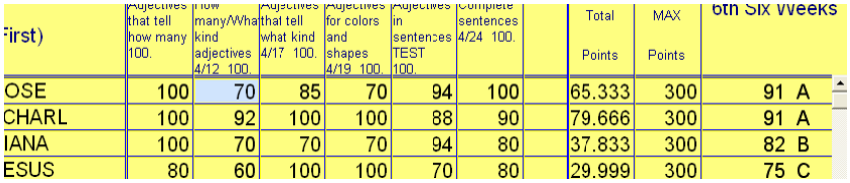



Name (Last, First)
Adjectives that tell how many 100.
How many/What kind adjectives 4/12 100.
Adjectives that tell what kind 4/17 100.
Adjectives for colors and shapes 4/19 100.
Adjectives in sentences TEST 100.
Complete sentences 4/24 100.
Complete sentences practice 100.
Write complete sentences test 100.

I. Over Max Warning-If checked, Gradebook2 will display a warning message if the grade value entered exceeds the maximum value set for the assignment. Ex. If the grade 110 is accidentally entered, a warning will be displayed.

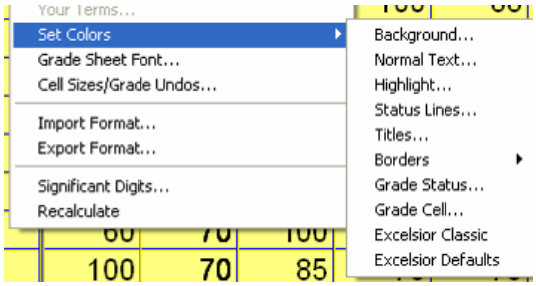
J. Menu Indexes-If checked, Gradebook2 will display a numeric index number before the description of the Notepad, Discipline, Assignment, Category, Period, Interval, subject, and Student during definition or editing and in all list windows.

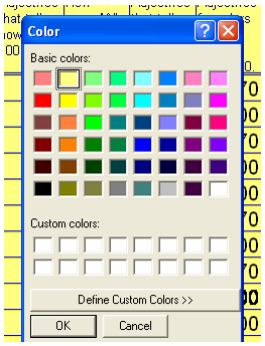
K. Result Column Total Points-Total Points, MAX Points If checked, Gradebook2 will display the total points the student has earned and the maximum points possible while viewing assignments or categories; if applicable, extra credit points are displayed in the result column.



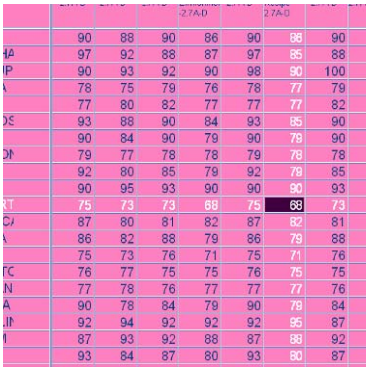
First)	Adjectives that tell how many 100.	How many/What kind adjectives 4/12 100.	Adjectives that tell what kind 4/17 100.	Adjectives for colors and shapes 4/19 100.	Adjectives in sentences TEST 100.	Complete sentences 4/24 100.	Total Points	MAX Points	6th Six Weeks
OSE	100	70	85	70	94	100	65.333	300	91 A
CHARL	100	92	100	100	88	90	79.666	300	91 A
IANA	100	70	70	70	94	80	37.833	300	82 B
ESUS	80	60	100	100	70	80	29.999	300	75 C

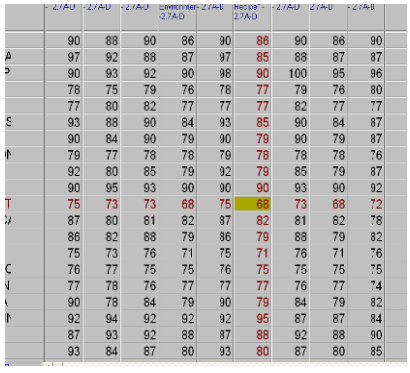
L. Set Colors- Gradebook2 allows you to customize the color of many different components of the grade sheet. All the areas that can be changed to suit personal preferences include: Background, Normal Text, Highlight, Status Lines, Titles, and Borders (Line or Accent), Excelsior, Defaults, and Excelsior Classic. Windows users can also change: Grade Status, Grade Cell. *Note: Changing the font color can have undesirable results if it is set the same as the background color.*

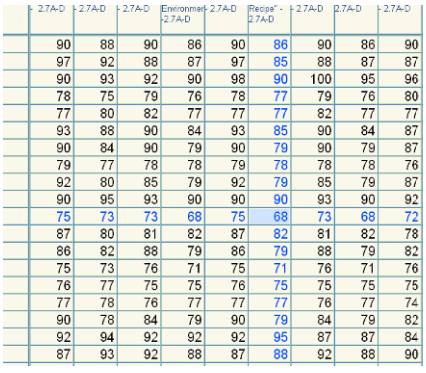




Customized Sample **Excelsior Classic** **Excelsior Defaults**

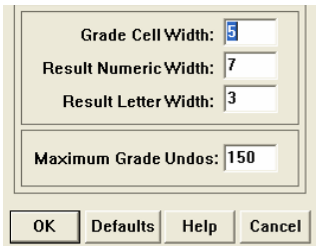






M. Grade Sheet Font – Change the font, style and size to further customize your grade book.

N. Cell Sizes/Grade Undos –



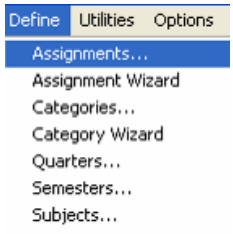
Change the widths of the grade cell, result numeric and the result letter. Also, the default for the maximum of grade undos is 150. This can be changed here.

VIII. Creating Assignments/Assessments

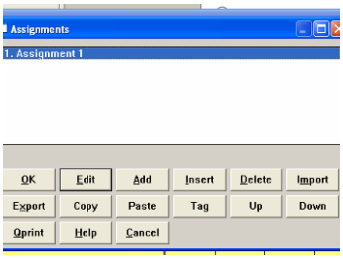
A. Creating Assignments

Step1: Define Assignments (Manual Entry Method)

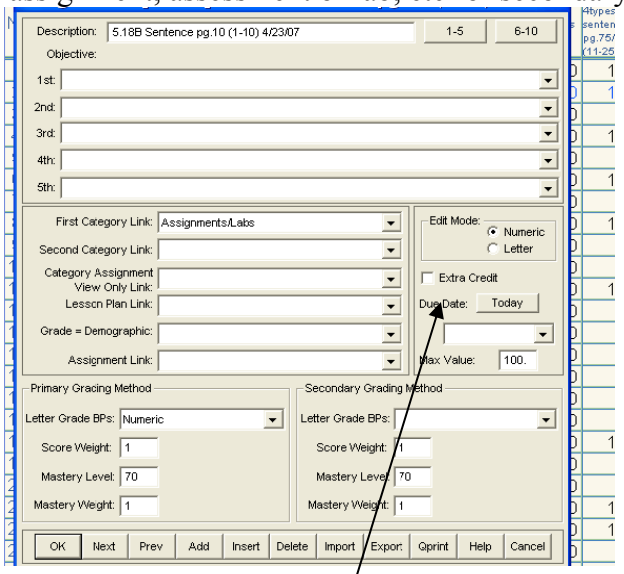
1. Go to **Define** on the Menu Bar and select *Assignments*



2. Click **Add** .

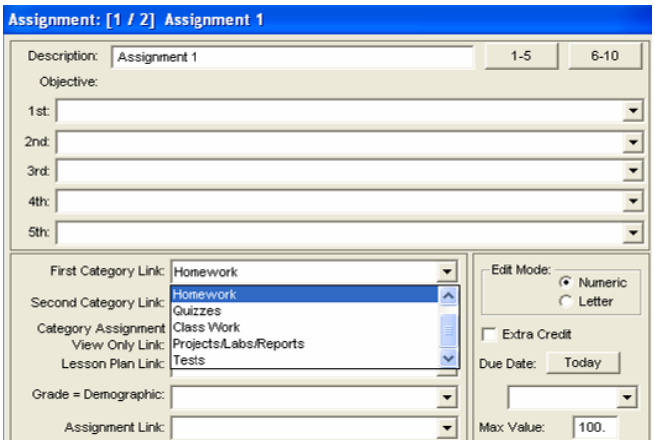


3. On the **Description** Field, enter a descriptive title for the *Assignment*.
   Next to **First Category Link,** click the down arrow and select whether the grade is to be weighted as assignment, assessment or lab, etc for secondary schools; for elementary schools see below.



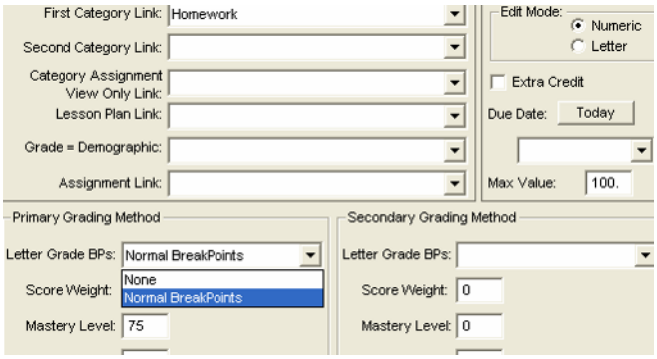
4. Optionally, set Due Date

5. Elementary schools: Select the appropriate First Category Link for this Assignment.

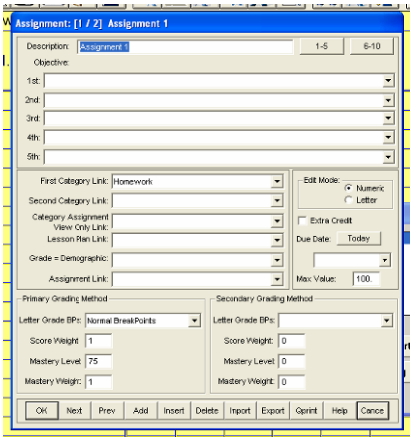


Category Links Available:
Homework
Quizzes
Classwork
Projects/Labs/Reports
Tests

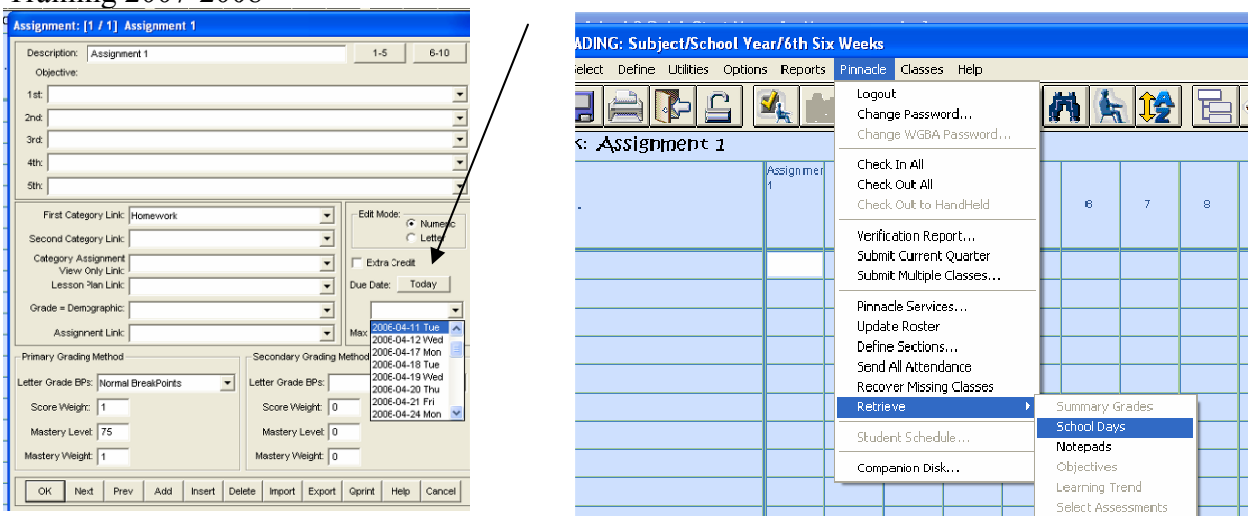
6. The Edit Mode, Letter Grade Break Point, Score Weight, Max Value, and Primary and Secondary Grading Methods, will be preset by the district. DO NOT ALTER these settings. Altering these values will adversely affect the outcome of grade averages. Just verify that Normal Break Points is selected. That the score weight is set to 1, the mastery level is set to 75 and the Mastery weight is set to 1.



7. Click **OK** to save the Assignment.



B. **Dates** (retrieving dates)
If the six weeks dates are not listed under due dates, you can retrieve them.



Step 1: **Pinnacle**
Step 2: **Retrieve**
Step 3: **School Days**
The system will update the days that belong to that six weeks.

IX. Entering Grades

A. Grade entry

1. Enter grades one at time- Type in grade and click on enter
2. Enter the same grade for all students- Type grade, click on enter, Shift and 8 (* key) and grade will duplicate down that assignment column.

B. Special Characters (Z, X, and blank)

1. Use the **"Z" Grade** when a student did not attempt an assignment, or is otherwise missing the assignment, and needs to make it up. **"Z" grades count as a zero**
2. Use an **"X" Grade** or a **blank** when the student is excused or exempt from the assignment. This will **not** affect the grade average.

C. Changing grades (overwrites and regrades)

- **Overwrites**: Use overwrite when you want to change a grade

1. Select the grade you want to change.
2. Double click the grade.
3. A prompt will appear- **Overwrite Current Grade?** Click **Yes**.
4. Enter the new grade - the font color does not change when overwriting a grade.

- **Regrades**: Use regrade when you assign a new grade and create a record of the grade change such as a reteach or a make-up grade

1. Select the grade you want to change.
2. Double click the grade.
3. A prompt will appear- **Overwrite Current Grade?** Click **Regrade**.
4. Enter a Regrade Comment (Ex. tand click **OK**.
5. Enter the new grade and press **Enter**. The font color changes showing a regrade.

D. Deleting grades (by student and assignment)

Use the delete when you want to completely delete the grade

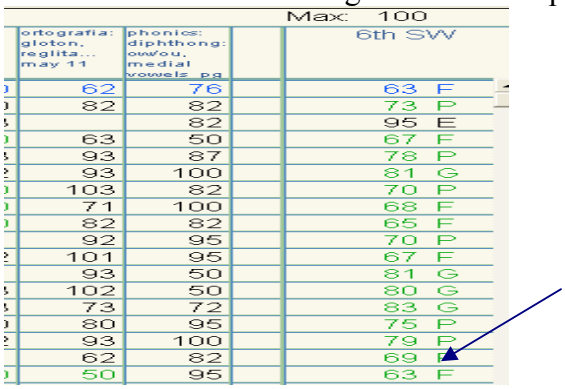
1. Student - Place the cursor over the cell that is to be deleted, and click the **Delete** key. Answer **Yes**, if you are certain.
2. Assignment –
   a. Click on **Edit** on the Menu Bar and choose **Clear**.
   b. From the drop down menu, choose **Assignment Column**. Answer **Yes**, if you are certain that you want to delete all the assignment grades

   (If you accidentally delete the 1st assignment column see you campus technology trainer or refer to section VIII step 6 for settings, when you delete a column all settings will be deleted and you will not be able to see the average)

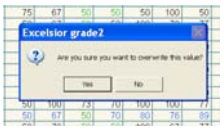
C. Changing 6 Week grades

In some instances where a grade change is necessary after all grades have been entered, a six week average overwrite can take place.

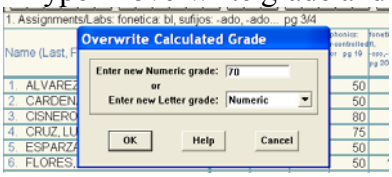
- Double Click on the average. In this example, a 69 is overwritten to a 70.



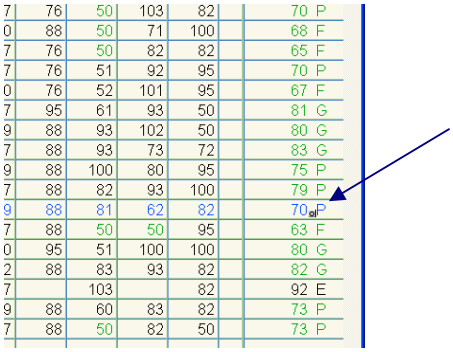
Click on Yes to overwrite grade



- Type in overwrite grade and OK



- New grade shows with an O to show overwrite

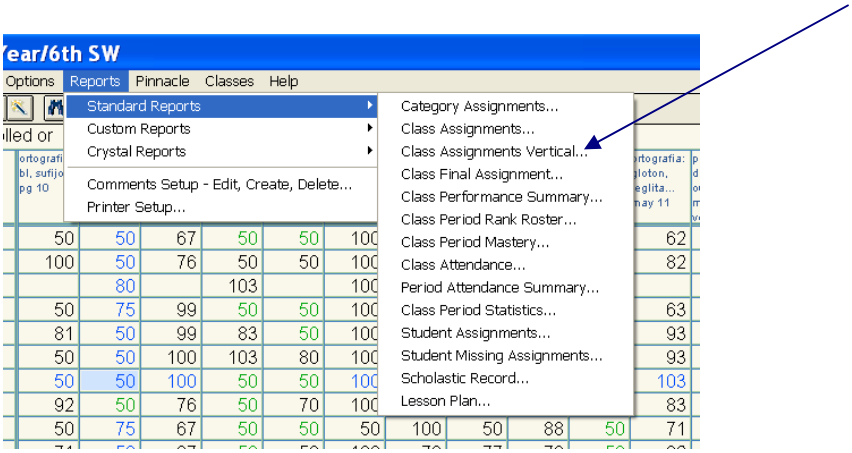


X. Reports

Required reports

Go to Reports; Standard Reports:

- ***Class Assignments Vertical*** **report must be printed for each subject every six weeks and attached to paper gradebook for record keeping to be turned in at the end of the year.**

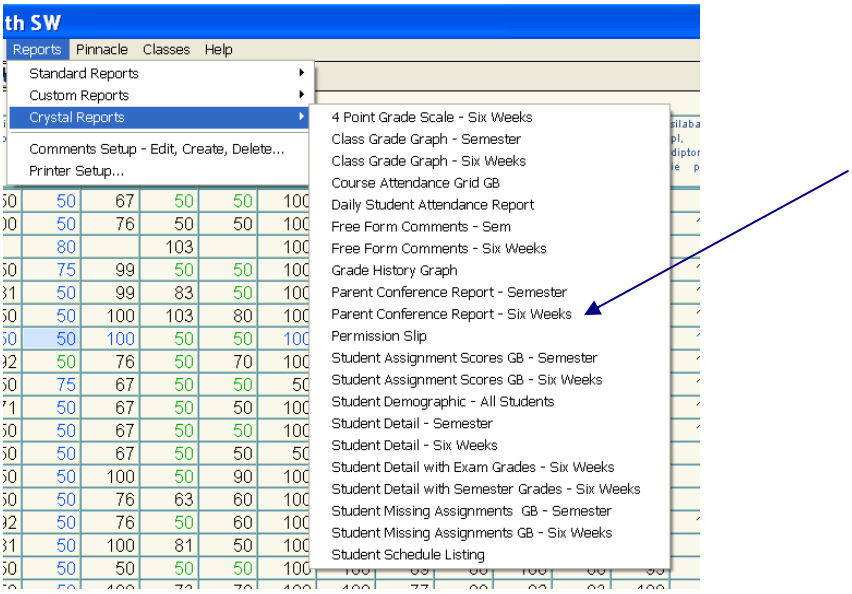


For Elementary:

- ***Parent Conference Six Weeks*** Reports will be printed every six weeks and turned in to data entry clerk

For Secondary:

- ***Class Final Assignment*** Reports will be printed every grading period and turned in to

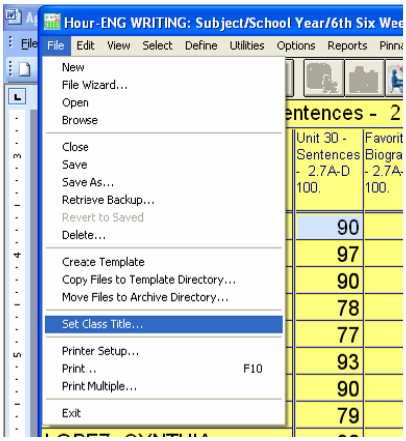

Reports
Pinnacle
Classes
Help
Standard Reports
Custom Reports
Crystal Reports
Comments Setup - Edit, Create, Delete...
Printer Setup...
4 Point Grade Scale - Six Weeks
Class Grade Graph - Semester
Class Grade Graph - Six Weeks
Course Attendance Grid GB
Daily Student Attendance Report
Free Form Comments - Sem
Free Form Comments - Six Weeks
Grade History Graph
Parent Conference Report - Semester
Parent Conference Report - Six Weeks
Permission Slip
Student Assignment Scores GB - Semester
Student Assignment Scores GB - Six Weeks
Student Demographic - All Students
Student Detail - Semester
Student Detail - Six Weeks
Student Detail with Exam Grades - Six Weeks
Student Detail with Semester Grades - Six Weeks
Student Missing Assignments GB - Semester
Student Missing Assignments GB - Six Weeks
Student Schedule Listing

Note: Other reports may be required from your administration.

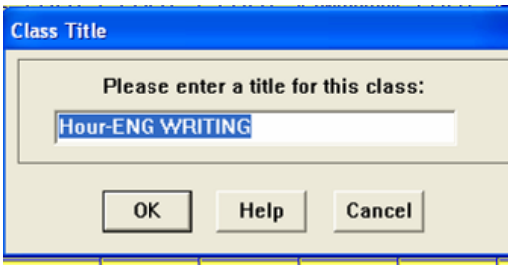
XI. Troubleshoting

A. Changing class titles

Step 1: Select **File, Set Class File**



Step 2: **Enter Class Title**, **OK**



B. Other issues- "Excelsior Gradebook Student Roster Corrections Form"

This form will help to quickly resolve the following issues:

- *A student is in your class room but NOT on your attendance roster or grade book roster.*
- *A student is on your attendance roster but NOT your grade book roster.*
- *A student is on your grade book roster but NOT your attendance roster.*

**Registrars are responsible for entering grades for students that were previously at another school district. In Schoolmax, NG will be used if no grades were retrieved. For Gradebook, teachers will use X for no grade. If grades do not average at the end of the school year, verify settings in section VII step 6 if they are correct, teachers will need to manually average the grades on the report card.

Also, please contact your Campus Technology Trainer for additional support